

**27 OCT 1994****22.0 FAMILY CHILD CARE (FCC) STANDARDS**

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22.1 Purpose. The purpose of a FCC program is:

- To ensure minimum standards for the care and protection of children away from their homes
- To encourage and assist FCC providers
- To expand availability of services for families

22.2 Definition. FCC is defined as care provided by private individuals in their government (owned or leased) family housing unit.

22.2.1 Care is on a regular basis, full-time or part-time, for more than 10 hours a week.

22.2.2 The maximum number of children shall be limited to six, including the provider's own who are under 8 years old.

22.2.3 Not included is occasional baby-sitting, babysitting co-ops, etc.

22.2.4 Not included is care provided by an individual in the child's own home (e.g., nanny).

22.2.5 FCC is not intended to be 24-hour foster care on a regular basis.

22.2.6 Individuals caring only for relatives are not required to be certified.

- For the purpose of this instruction, relatives are defined as grandchildren, sisters, brothers, nieces, and nephews.

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- 22.3     Authority. The operation of FCC in government quarters (government owned or leased) is authorized by reference (d) and this instruction.
- 22.3.1     Installations shall request prior approval from Echelon 2 Command and BUPERS (Pers-65) to operate FCC programs.
- Installation requests must identify the individual responsible for screening, certifying and monitoring each group of FCC homes.
  - Request shall include an organizational chart showing the FCC coordinator's relationship to the CDC director. The MWR/recreation director must also be included with request.
- 22.3.2     Patron eligibility shall be in keeping with Section 2.
- 22.3.3     Providing child care in government quarters is a privilege extended to family members at the discretion of the local commanding officer.
- Commanding officers shall ensure providers meet minimum qualifications (Section 26).
- 22.3.4     Local commanding officers with approval of the housing authority (if separate) shall establish policy in keeping with this guidance for the certification, approval and termination of FCC homes in government quarters/housing areas for which they are assigned responsibility and ensure unauthorized care does not take place.

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- 22.3.5 Local commanding officers are encouraged to monitor FCC rates to make recommendations to providers on their fees.
- Recommended FCC fees should consider CDC fees, the services the FCC provider offers, and the length of time care is provided.
- 22.3.6 To ensure the health and safety of children is protected, procedures for inspecting and monitoring FCCs shall be established and in keeping with this guidance.
- 22.3.7 A local command CDP multi-disciplinary team will conduct an annual inspection by reviewing all FCC policies, recruitment, training, monitoring and procedures to ensure compliance with this instruction.
- Additionally, unannounced home visits to 10 percent of the certified homes will be conducted to ensure local monitoring procedures verify compliance with this instruction. These homes shall be randomly selected.
- 22.3.8 Quarters in which FCC is provided shall not be subject to activities which will cause abnormal deterioration of the units due to any type of child care activity.
- 22.3.9 Abnormal wear and tear on quarters as the result of providing FCC can result in decertification of the home.
- 22.3.10 Individuals providing unauthorized child care in quarters are subject to loss of housing privileges.

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22.3.11 Applications for command approval shall be made in writing.

- Refer to Section 32 for sample application form.
- Applications shall be renewed annually.

22.4 Funding. Appropriated fund (APF) support shall be used for the following:

- Operational oversight provided by the FCC program coordinator and administrative staff, (e.g., salaries, printing costs, reimbursement of travel expenses incurred using private vehicle for performing government functions)
- Program coordinator/monitor training, travel, and per diem
- Provider training, e.g.:
  - CPR and first aid
  - Orientation
  - Two hour monthly training
  - Training resources
- Start-up kits, e.g.:
  - Electrical safety caps
  - Cabinet safety locks
  - First aid kits
  - Required forms
  - Handbooks

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- Materials and equipment lending libraries, e.g.:

- Cribs
- High chairs
- Fire extinguishers
- Books
- Puzzles
- Crayons
- Blocks

- Miscellaneous expenses, e.g.:

- Seminars
- Workshops
- Guest speakers

22.4.1 Appropriated Funds (APFs), if available, may be used to provide direct cash payments to providers to subsidize parent fees.

- When direct cash payments are provided, fees shall be regulated by the commanding officer.
- Direct cash payments can be used so that FCC services can be provided to members of the Armed Forces at a cost comparable to services by military CDCs.
- Direct cash payments can be used to increase the availability of care, by providing an incentive for FCC providers to offer infant/toddler, special needs care, hourly care and extended hours care.

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- 22.4.2 Positive controls and measures to ensure program consistency shall be established by the commanding officer to manage and account for the APF resources.
- 22.4.3 FCC programs shall not generate income for the nonappropriated fund instrumentality.